

Approved For Release 2005/08/15 : CIA-RDP82-00357R000300100023-7

TAB A

Approved For Release 2005/08/15 : CIA-RDP82-00357R000300100023-7

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COMPT 79-1105

80-1234

29 August 1979

MEMORANDUM FOR: Comptroller

THROUGH : NFAC Administrative Officer

FROM :
DCI Administrative OfficerSUBJECT : Inter-directorate Transfer of Ceiling
from NFAC to O/DCI

1. Attached is a memorandum recommending the transfer of three positions from NFAC to O/DCI to be combined with an existing position within the Executive Secretariat to form a four-position unit serving as NSC Coordination Staff. The DDCI has approved this recommendation.

2. It is hereby requested that you transfer three positions from NFAC to O/DCI to be utilized for the above mentioned unit.



Att: a/s

CONCUR:
NFAC Administrative Officer

DATE: 5 SEP 1979

APPROVED:
Comptroller

DATE: 16 Feb 80

Approved For Release 2005/08/15 : CIA-RDP82-00357R000300100023-7

TAB B

Approved For Release 2005/08/15 : CIA-RDP82-00357R000300100023-7

CONFIDENTIAL

Approved For Release 2005/08/15 : CIA-RDP82-00357R000300100023-7

CONFIDENTIAL 19-1163

80-1224

DD/S&T# 4651-74

11 SEP 1979

MEMORANDUM FOR: Director of Communications

FROM: David S. Brandwein
Director of Technical Service

SUBJECT: Transfer of Position and Ceiling from Office
of Technical Service (U)

1. Our response to you on this matter is late, and we apologize for the tardiness. We have had our positions and ceiling severely reduced for FY 80. We had initially identified a position to transfer to you, but the Directorate informed us that we could not use this position. We then requested relief from the DDS&T but were advised last week that they could offer us no help at this time. (C)

2. OTS has finally identified a GS-12 position, which we will transfer to the Office of Communications. A form 261c is attached for your personnel section to complete and forward to PMCD to finalize the transfer. (C)

David S. Brandwein

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Attachment:
As stated

CONCUR:

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Deputy Director for Science and Technology

APPROVED.

Date

Comptroller

Date

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CONFIDENTIAL

INSTRUCTIONS

ROUTING - Forward one copy through established Directorate/Office channels to Chief, Position Management & Compensation Division, Office of Personnel.

The initiating office should fill in each item as required. The information should be listed in current Staffing Complement order if the location sequence is not changing. If an organization and/or position location sequence is to be changed it should be listed in the new location as an add transaction and in the old location as a delete transaction.

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- Item 1 Enter the Directorate abbreviation.
- Item 2 Enter the Office title.
- Item 3 PMCD Use Only (Control Number of Form 261 when issued).
- Item 4 PMCD Use Only (Date Request received in PERS/PMCD).
- Item 5 Page Numbers.
- Item 6 Enter one of the following for each line of entry: A (Add), C (Change), D (Delete) or - (No Change). The hyphen will be used for organizational titles when showing location of positions of organizations not changing.
- Item 7 Enter level of organizational title as shown on S/C or if adding new organizational title the level required.
- Item 8 Enter the organizational title at every level of organizational designation at which the position is being added, deleted or changed. Enter the organizational title if it is being added or deleted. If organizational title is being changed, enter the new title and indicate in Remarks the old title.
- Item 9 Enter abbreviated title limited to five characters for Levels 1 thru 5 if organizational title is being added or changed, otherwise leave blank.
- Item 10 Enter the footnote code as shown on S/C, otherwise leave blank.
- Item 11 Enter the position number as shown on S/C of position to be changed or deleted. Leave blank if requesting establishment of new position.
- Item 12 Enter position title abbreviations as shown on S/C. If requesting new position enter abbreviation as shown in Handbook of Position Titles and Occupational Codes and indicate new position in Remarks.
- Item 13 Enter suffix as shown on S/C or if requesting new or changed suffix limit to five characters and indicate what it stands for in Remarks.
- Item 14 Enter pay schedule of position.
- Item 15 Enter grade of position. If requesting upgrading enter new grade here and old grade in Remarks.
- Item 16 Enter L (Limited) or F (Flexible).
- Item 17 Enter Planned Incumbency of position as shown on S/C. If requesting change enter requested planned incumbency and former planned incumbency in Remarks. Limited positions cannot exceed one and flexible positions cannot exceed 50.
- Item 18 Enter S (Position counts against ceiling) or N (position does not count against ceiling).
- Item 19 Enter S (Staff Position), M (Military Position) or D (DIA Position).
- Item 20 Enter the location code as shown on S/C. If establishing new location and code not available indicate the location in Remarks.
- Item 21 Enter the career service designation.
- Item 22 Enter S (Supervisory responsibility) or N (No supervisory responsibility).
- Item 23 Enter E (FLSA Exempt) or N (FLSA Nonexempt).
- Item 24 Enter the position number of the preceding position that the new or changed position or organizational title is to follow on S/C.
- Item 25 Enter additional clarification of requested action or former grade, title, etc.
- Item 26 Enter the reason for the request, date and signature of requesting official.
- Item 27 PMCD Use Only (Review and completion date by Position Mgmt Officer).

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TAB C

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COMPT

79-1325

80 1224

5626-79

17 October 1979

MEMORANDUM FOR: Chief, Position Management and Compensation
Division/OP

THROUGH : Director, NFAC
Comptroller

FROM :
DCI Administrative Officer

SUBJECT : Transfer of Congressional Liaison Staff
Positions from NFAC to OLC

1. The Director, NFAC has agreed with the Legislative Counsel
to transfer the following three positions and ceiling from the
Office of the Director, NFAC to the Office of Legislative Counsel:

<input type="text"/>	I.O. General	GS-15(2)
	Secretary Typing	GS-07(1)

The positions should retain their "I" career designator and be placed
on the OLC Staffing Complement to follow position no.

2. In addition one part-time secretary assigned to the NFAC/
Congressional Liaison Staff will be transferred to the Office of
Legislative Counsel.

3. If any other information is required, contact
 DCI Personnel Officer on

CONCUR

Director, NFAC

DATE: 18 OCT 1979

APPROVED:

DATE:

16 Feb 80

TAB D

28 November 1979

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MEMORANDUM FOR: Director of Personnel

THROUGH: Comptroller

FROM: Daniel B. Silver
General Counsel

SUBJECT: Transfer of Position from the
Directorate of Operations to the
Office of General Counsel

1. This is to request that position [redacted] (GS-15) be transferred from the Directorate of Operations to the Office of General Counsel. The position is now carried in the [redacted] office of the DDO. The incumbent is [redacted] GS-15. The incumbent performs attorney duties and accordingly the position should be under the direction, control and responsibility of the General Counsel in accordance with [redacted]

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2. The General Counsel, Deputy Director for Operations and the Deputy Director of Central Intelligence have discussed and agreed to this position transfer.

STAT

[redacted]
Daniel B. Silver

CONCUR:

[redacted]
Comptroller

[redacted]
Deputy Director for Operations

[redacted]
Deputy Director of Central Intelligence

26 Feb 80
Date

11/12/79
Date

Date